



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 30147 - Executive Project Coordinator/Executive Assistant - GS-13

**Salary Range:** \$79,720 - \$123,234 (not applicable for detailees)

**Vacancy Open Period:** 10/11/2017 - 10/11/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** CLPT/ODIR

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply. )



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The Civil Liberties and Privacy Office (CLPO) implements the responsibilities of the Civil Liberties Protection Officer under applicable laws, executive orders, directives, and policies, including Section 103D of the National Security Act, Section 1062 of the Intelligence Reform and Terrorism Prevention Act, and EO 12333. Specifically, the CLPO's mission includes to oversee compliance by the Office of the Director of National Intelligence (ODNI) with the constitution, all laws, Executive Orders, and implementing guidelines relating to civil liberties or privacy; ensure the protection of civil liberties and privacy is appropriately incorporated in policies and procedures developed and implemented by the ODNI and elements of the Intelligence Community (IC); ensure that the use of technologies sustain, and do not erode, privacy protections regarding the use, collection, and disclosure of personal information; ensure adequate procedures to receive, respond to, investigate, and redress privacy and civil liberties complaints; assess – and as appropriate, investigate - complaints and other information indicating possible abuses of civil liberties and privacy in the activities of the ODNI; conduct privacy impact assessments and ensure that personal information contained in a system of records subject to the Privacy Act is handled in compliance with fair information practices set out in the Privacy Act; review ODNI actions, policies, guidelines, and their implementation; and perform other duties as assigned by the DNI.

## Major Duties and Responsibilities (MDRs)

- This position provides executive-level support to the Chief, Deputy Chief, and CLPT Office. Duties require knowledge of administrative support and project coordination procedures and the ability to apply these skills to increase the efficiency of the office. Key responsibilities:
  - o Schedule meetings/events and manage calendars for the Chief and Deputy Chief.
  - o Provide administrative support in the management and coordination of strategic and tactical projects, execute action taskings associated with assigned projects, and provide project status and reporting.
  - o Research and write drafts of talking points, correspondence, executive summaries, communications, presentations, and briefing materials; prepare activity reports and summaries.
  - o Receive and evaluate all correspondence including e-mail and mail to determine the proper course of action; prioritize and track action items and coordinate responses from internal and external sources within established deadlines.
  - o Monitor and facilitate the dissemination of sensitive information and documentation; alert leadership regarding issues that impact the office.
  - o Review all correspondence and packages for content, accuracy, clarity and completeness; ensure information, background, and references are complete; edit and proofread for appropriate format, grammar, and spelling.
  - o Serve as executive secretariat for IC-wide meetings for the office; distribute meeting agendas, meeting notes, reports and follow-up



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

tasks and actions. o Coordinate and manage senior executive-level visits and high-level meetings/events; ensure completion of arrangements of security clearances, escorting (when needed), VIP parking, and building access; compile and prepare background information, draft meeting agendas/materials, and set up meeting/event space. o Arrange sensitive and complex domestic and foreign travel documents and plans, including drafting and submitting cables; coordinate schedules, itineraries, passport/visa requests, lodging and travel accounting vouchers. o Coordinate with transportation/motor pool, logistics, facilities, IT, travel, contracts, finance and security services. o Serve as alternate content manager/editor for office publications.

## **Mandatory and Educational Requirements**

- Extensive experience managing and coordinating schedules for senior executives.
- Extensive knowledge of office management and administrative functions involving logistics, facilities, budget, finance, contracts, travel, security and HR procedures and systems, to include knowledge of administrative regulations, policies, entitlements, allowances, and unique authorities.
- Extensive knowledge of organizational protocol policies and procedures and of quality assurance procedures to ensure data integrity and timeliness; extensive knowledge of filing and records management systems and practices.
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop positive working relationships and networks with internal and external senior leaders, managers and staff while managing competing priorities and maintaining a high level of attention to detail.
- Extensive knowledge and skill in the application of office support computer applications for word processing, spreadsheets, presentations, administrative applications (e.g., travel/accounting/etc.), e-mail, calendars, and databases storage/retrieval; and, • Extensive knowledge and skill in IC standards for correspondence, English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose and deliver responses to customers.
- Thorough knowledge of classification management policies and procedures and of quality assurance procedures.

## **Desired Requirements**

- A minimum of five years of experience in the IC or the ODNI.
- Excellent analytical and critical thinking skills, including the ability to interpret complex information from multiple sources and translate that into viable products.
- Ability to manage competing priorities with exceptional attention to detail.
- Ability to work effectively in a highly active and fast-paced organization.



## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and hoylegr@dni.ic.gov (*Greta H.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3811.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment\_TeamB@dni.gov

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**